

SHORT-FORM WORDS

about	ab	⠠⠠	children	(ch)n	⠠⠠⠠	oneself	(one)f	⠠⠠⠠⠠
above	abv	⠠⠠⠠	conceive	(con)cv	⠠⠠⠠⠠	ourselves	(ou)rvs	⠠⠠⠠⠠⠠
according	ac	⠠⠠	conceiving	(con)cvg	⠠⠠⠠⠠⠠	paid	pd	⠠⠠
across	acr	⠠⠠⠠	could	cd	⠠⠠	perceive	p(er)cv	⠠⠠⠠⠠
after	af	⠠⠠	deceive	dcv	⠠⠠⠠	perceiving	p(er)cvg	⠠⠠⠠⠠⠠
afternoon	afn	⠠⠠⠠	deceiving	dcvg	⠠⠠⠠⠠	perhaps	p(er)h	⠠⠠⠠
afterward	afw	⠠⠠⠠	declare	dcl	⠠⠠⠠	quick	qk	⠠⠠
again	ag	⠠⠠	declaring	dclg	⠠⠠⠠⠠	receive	rcv	⠠⠠⠠
against	ag(st)	⠠⠠⠠	either	ei	⠠⠠	receiving	rcvg	⠠⠠⠠⠠
almost	alm	⠠⠠⠠	first	f(st)	⠠⠠	rejoice	rjc	⠠⠠⠠
already	alr	⠠⠠⠠	friend	fr	⠠⠠	rejoicing	rjcg	⠠⠠⠠⠠
also	al	⠠⠠	good	gd	⠠⠠	said	sd	⠠⠠
although	al(th)	⠠⠠⠠	great	grt	⠠⠠⠠	should	(sh)d	⠠⠠
altogether	alt	⠠⠠⠠	herself	h(er)f	⠠⠠⠠	such	s(ch)	⠠⠠
always	alw	⠠⠠⠠	him	hm	⠠⠠	themselves	(the)mvs	⠠⠠⠠⠠
because	(be)c	⠠⠠	himself	hmf	⠠⠠⠠	thymself	(th)yf	⠠⠠⠠
before	(be)f	⠠⠠	immediate	imm	⠠⠠⠠	today	td	⠠⠠
behind	(be)h	⠠⠠	its	xs	⠠⠠	together	tgr	⠠⠠⠠
below	(be)l	⠠⠠	itself	xf	⠠⠠	tomorrow	tm	⠠⠠
beneath	(be)n	⠠⠠	letter	lr	⠠⠠	tonight	tn	⠠⠠
beside	(be)s	⠠⠠	little	ll	⠠⠠	would	wd	⠠⠠
between	(be)t	⠠⠠	much	m(ch)	⠠⠠	your	yr	⠠⠠
beyond	(be)y	⠠⠠	must	m(st)	⠠⠠	yourself	yrf	⠠⠠⠠
blind	bl	⠠⠠	myself	myf	⠠⠠⠠	yourselves	yrvs	⠠⠠⠠⠠
braille	bri	⠠⠠⠠	necessary	nec	⠠⠠⠠	Used when "standing alone" or as part of a word that is "standing alone" regardless of meaning or pronunciation including proper names.		
			neither	nei	⠠⠠⠠			

Letters / letters-sequence are "standing alone" when they are preceded & followed by a space, a hyphen, or a dash. Symbols that can come between the letter(s) and the space, hyphen or dash (before / after) and still be "standing alone": apostrophe, comma, colon, semicolon, period, ellipsis, exclamation mark, question mark, brackets (round, square or curly), quotation marks, TN symbols, typeform & capital ind/term, or any combo of these. An interior apostrophe is ok. When wordsigns & short-form words are not "standing alone" contractions within the words can still be used.

As part words not on short-form list (appendix 1) : braille & great can be used / children not used when followed by a vowel or "y" / blind, first, friend, good, letter, little, quick - used when it begins a word and is not followed by a vowel or "y". **Avoid confusion with shortform words:** 1) do not use group-signs for other words/abbrev. that would make it look like a short-form word 2) use a gr. 1 symbol ind before letters-sequence that could be misread as short-form word or at the beginning of longer sequence 3) use gr. 1 word ind when a letters-sequence after the beginning could be read as a short-form (& no other contractions are used either). CMALCOLM 2014

ALPHABETIC wordsigns		STRONG			LOWER			INITIAL LETTER	
⠠ a ⠠ b but ⠠ c can ⠠ d do ⠠ e every ⠠ f from ⠠ g go ⠠ h have ⠠ i ⠠ j just ⠠ k knowledge ⠠ l like ⠠ m more stand alone & hyphenated words use with: 'd 's 't 're 've 'll	⠠ n not ⠠ o ⠠ p people ⠠ q quite ⠠ r rather ⠠ s so ⠠ t that ⠠ u us ⠠ v very ⠠ w will ⠠ x it ⠠ y you ⠠ z as	Cont. ⠠ and ⠠ for ⠠ of ⠠ the ⠠ with whole/part words spaced as in print Caps ind ⠠ symbol ⠠ word ⠠ passage ⠠ term Prefix bold ⠠ italic ⠠ under-line ⠠ script ⠠	Wordsigns ⠠ child ⠠ shall ⠠ this ⠠ which ⠠ out ⠠ still stand alone & hyphen words 'd 's 'll 't 're 've Gr 1 Ind ⠠ symbol ⠠ word ⠠ passage ⠠ term Typeform ⠠ symbol ⠠ word ⠠ passage ⠠ term	Groupsigns ⠠ ch ⠠ ar ⠠ sh ⠠ ed ⠠ th ⠠ er ⠠ wh ⠠ gh ⠠ ou ⠠ ow ⠠ st ⠠ ing where letters occur ing can't begin words FINAL LETTER Groupsigns Dot 46 ⠠ ound ⠠ ance ⠠ sion ⠠ less ⠠ ount ⠠ period . dot full stop ⠠ comma , ⠠ apost. ' ⠠ semi-colon ; ⠠ colon : ⠠ hyphen - ⠠ underscore _ ⠠ blank ⠠ dash — when dist. from hyphen ⠠ long dash — when dist. dashes ⠠ shape ind ⠠ shape term ⠠ prime ' (feet / minutes) ⠠ double prime " (inches / seconds) ⠠ ratio : ⠠ proportion :: ⠠ + ⠠ - ⠠ x ⠠ = ⠠ > ⠠ <	Wordsigns ⠠ be ⠠ were ⠠ his ⠠ enough ⠠ was ⠠ in be his was were - stand alone - not used with lower cell punc. Treat ALL quotes as lower cell. Cap ind / term no effect on rule enough - stand alone - used in enough's in can be used in a sequence that has a dot 1 or 4 (punc. & typeform ind. incl.) Dot 56 ⠠ ence ⠠ tion ⠠ ity ⠠ ong ⠠ ment ⠠ ness ⠠ ful Final letter groupsigns follow letters or contractions ity not used in biscuity fruity hoity-toity rabby ness not used when feminine ending "ess" is added to words ending with "in" "en" e.g. chieftainness citizeness heatheness ⠠ ? ⠠ ! ⠠ & ⠠ @ ⠠ # ⠠ / ⠠ \ ⠠ % ⠠ o ⠠ subscript ⠠ superscript Fraction lines ⠠ simple ⠠ general ⠠ slash ⠠ open close general fraction	Groupsigns ⠠ en ⠠ bb ⠠ in ⠠ cc ⠠ be ⠠ ff ⠠ con ⠠ gg ⠠ dis ⠠ ea be con dis 1st syl. after space hyphen or dash - letter/cont has to follow sandwich bb cc ff gg ea ea can't overlap prefix ⠠ \$ ⠠ ¢ ⠠ © ⠠ ® ⠠ TM ⠠ ~ ⠠ * ⠠ ¶ ⠠ § ⠠ arrow ind ⠠ → ⠠ ← ⠠ ↓ ⠠ ↑	Contractions Dot 5 day right ever some father time here under know work lord young mother ch-character name ou-ought one th-through part the-there question wh-where As groupsigns: upon these those whose there - used when they retain whole word meaning / ever - when stress on 1st "e" & not preceded by "e" or "i" / had when "a" is short / some - when a syllable in base word / time - when it sounds like time / here name one - when pronounced as 1 syllable BUT one is used in honest & monetary & derivatives & in words that end in "oney" - one is not used after "o" under - not used after "a" or "o" or when "un" is a prefix ⠠ caret ^ ⠠ ditto mark ⠠ † ⠠ ‡ ⠠ () round parentheses ⠠ [] square brackets ⠠ { } curly braces For multi-line brackets & matrices precede by dot 6 ⠠ < > angle brackets ⠠ TN open close ⠠ open close brl grouping brl grouping ind - used to group all the symbols affected by a brl symbol or indicator ⠠ open close radical (root) ⠠ dot locator for mention ⠠ dot locator for use un-spaced from the symbol CMALCOLM 2014		
NUMERIC MODE ⠠ 1 ⠠ passage ⠠ 2 ⠠ passage terminator ⠠ 3 ⠠ numeric space plus a digit ⠠ 4 ⠠ line continuation ⠠ 5 ⠠ end of line cont. with space ⠠ 6 ⠠ simple fraction line ⠠ 7 ⠠ period decimal ⠠ 8 ⠠ comma ⠠ 9 ⠠ spaced ind (before space) ⠠ 0 num mode term by a space or any symbol except not term by ⠠ & ⠠ also sets gr 1 mode - term by a space hyphen dash or gr 1 term. ⠠ 1st transcriber-defined print symbol ⠠ 1st transcriber-defined typeform + root (extent) ⠠ transcriber-defined shape ⠠ horizontal guide dots ⠠ line space before & after		PUNCTUATION & SYMBOLS ⠠ ellipsis ⠠ non-specific quote ⠠ single quote , ⠠ double quote " ⠠ Italian quotes « » ⠠ non-directional double quote (inches / seconds) ⠠ non-directional single quote (apost.) (feet / minutes) ⠠ prime ' (feet / minutes) ⠠ double prime " (inches / seconds) ⠠ ratio : ⠠ proportion :: ⠠ + ⠠ - ⠠ x ⠠ = ⠠ > ⠠ <		⠠ ? ⠠ ! ⠠ & ⠠ @ ⠠ # ⠠ / ⠠ \ ⠠ % ⠠ o ⠠ subscript ⠠ superscript Fraction lines ⠠ simple ⠠ general ⠠ slash ⠠ open close general fraction		⠠ \$ ⠠ ¢ ⠠ © ⠠ ® ⠠ TM ⠠ ~ ⠠ * ⠠ ¶ ⠠ § ⠠ arrow ind ⠠ → ⠠ ← ⠠ ↓ ⠠ ↑		⠠ caret ^ ⠠ ditto mark ⠠ † ⠠ ‡ ⠠ () round parentheses ⠠ [] square brackets ⠠ { } curly braces For multi-line brackets & matrices precede by dot 6 ⠠ < > angle brackets ⠠ TN open close ⠠ open close brl grouping brl grouping ind - used to group all the symbols affected by a brl symbol or indicator ⠠ open close radical (root) ⠠ dot locator for mention un-spaced from the symbol ⠠ dot locator for use from the symbol CMALCOLM 2014	